



J. TYLER McCaULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

November 14, 2005

TO: Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich
FROM: J. Tyler McCauley *[Signature]*
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – ETTIE LEE
YOUTH & FAMILY SERVICES- JOHN ECCLES, NORTH HOLLYWOOD
AND OAK KNOLLS GROUP HOMES**

We have completed a review of John Eccles, North Hollywood and Oak Knolls Group Homes (Group Home or Agency) operated by Ettie Lee Youth & Family Services. The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

John Eccles Group Home is a six-bed facility, which provides care for boys ages 10-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, John Eccles Group Home was providing services for six Los Angeles County Probation children.

North Hollywood Group Home is a ten-bed facility, which provides care for boys ages 11-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, North Hollywood Group Home was providing services for one Los Angeles County DCFS child, and nine Los Angeles County Probation children.

Oak Knolls Group Home is an 11-bed facility, which provides care for boys ages 12-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Oak Knolls Group Home was providing services for 11 Los Angeles County Probation children.

"To Enrich Lives Through Effective and Caring Service"

John Eccles and Oak Knolls Group Homes are located in the First District, and North Hollywood Group Home is located in the Third District.

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues, and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency, and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement. However, each Group Home has deficient areas that need to be addressed. All three Group Homes need to maintain an adequate supply of perishable and non-perishable foods; and provide children with the required minimum based allowance.

John Eccles Group Home needs to repair the exterior stucco and window sills; clean the living room, dining room, hallway and bathroom walls; repair the dining room window sills and panes; clean the pantry floor; repair or replace the kitchen counter; replace carpeting in the common areas; clean all of the bathrooms; repair and clean the bedroom walls; repair or replace the bedroom vertical blinds; replace all worn and torn mattresses; assess children for needed services within thirty days of placement; maintain a current NSP for each child; provide children with sufficient recreational activities; include children in the planning of recreational activities; encourage and assist each child in creating and maintaining a photo album/life book.

North Hollywood Group Home needs to repaint the group home's exterior and porch; replace window screens; landscape the backyard; replace the hallway tile floor; clean and repair all of the bathroom areas; clean and replace the carpeting in the children's bedrooms as needed; repair or replace the bedroom vertical blinds; replace all worn and dirty linen; provide children with sufficient recreational activities; include children in the planning of recreational activities; encourage and assist each child in creating and maintaining a photo album/life book.

Oak Knolls Group Home needs to repaint the exterior porches and stairs; replace the carpeting, desk and desk chairs in the staff office; clean and paint the walls in the staff office; repair the ceiling in the staff office; repair scratches on the living room wall; remove or replace couches in the recreation room; clean the bathroom walls and ceilings; replace the mattresses in bedrooms one and three; clean the walls in bedroom three; repair the window sill in bedroom five; repair or replace the bedroom vertical

blinds as needed; replace all worn and dirty linen on the children's beds; remove or repair the broken bicycles in the recreation room; provide children with sufficient recreational activities; maintain current court authorizations for all children taking psychotropic medication;

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me, or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:gfw
http://auditor.co.la.ca.us/group_home.asp

Attachments

c: David E. Janssen, Chief Administrative Officer
David Sanders, Ph.D., Director, DCFS
Paul Higa, Chief Probation Officer
Clayton Downey, Executive Director, Ettie Lee Youth & Family Services
Public Information Office
Audit Committee

**Ettie Lee Youth & Family Services
John Eccles
3526 Big Dalton Avenue
Baldwin Park, California 91706
Phone: (626) 960-4861
License Number: 191501961
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

John Eccles Group Home is located in a residential community. The exterior of the Group Home is not well maintained. There are cracks in the exterior stucco, and the window sills have dry rot. The front and back yards are clean, and adequately landscaped.

There is adequate furniture and lighting in the Group Home, and the Group Home provides a home-like environment. However, the interior of the Group Home is not well maintained. The living room, hallway, bathroom, and dining room walls are not clean. There is dry rot on the dining room window sills and frames. The pantry floor is not clean, and there are cracks on the kitchen counter. The carpeting throughout the home is dirty. The bathroom is not clean; the shower stalls, floors, and toilets are dirty.

Children's bedrooms have age-appropriate personalized decorations. Children's sleeping arrangements are appropriate. There is adequate furniture, lighting, and storage space. However, the rooms are not well maintained. There are dents and holes in the walls. The walls are not clean, and the vertical blinds are missing slats. The mattresses in bedrooms two and three are worn and torn.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home does not maintain a sufficient supply of perishable and non perishable foods.

Recommendations

1. Ettie Youth and Family Services Management:

a. Repair the exterior stucco and window sills.

- b. Clean the living room, dining room, hallway and bathroom walls.**
- c. Repair the dining room window sills and frames.**
- d. Clean the pantry floor.**
- e. Repair or replace the kitchen counter.**
- f. Replace carpeting in the common areas.**
- g. Clean all of the bathrooms.**
- h. Repair and clean the bedroom walls.**
- i. Repair or replace the bedroom vertical blinds.**
- j. Replace all worn and torn mattresses.**
- k. Maintain an adequate supply of perishable and non-perishable foods.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are not assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. However, the NSPs are not current. Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

Recommendations

2. Ettie Lee Youth and Family Services Management:

- a. Assess children for needed services within thirty days of placement.**
- b. Maintain a current NSP for each child.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home does not provide children with sufficient recreational activities, and leisure time. Children are not given sufficient opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

3. Ettie Lee Youth & Family Services Management:

- a. Provide children with sufficient recreational activities.**
- b. Include children in the planning of recreational activities.**

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home does not provide children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

One child has not been encouraged or assisted in creating and maintaining a photo album/life book.

Recommendations

4. Ettie Lee Youth and Family Services Management:

- a. Provide the children with the required minimum based allowance.**
- b. Encourage and assist each child in creating and maintaining a photo album/life book.**

**Ettie Lee Youth & Family Services
North Hollywood
12345 Chandler Boulevard
North Hollywood, California, 91607
Phone: 626-960-4861
License Number: 191201587
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

North Hollywood Group Home is located in a residential community. The exterior of the Group Home is not well maintained. The exterior paint is peeling, window screens are hanging off the windows, and the porch paint is worn. The front yard is clean, and adequately landscaped; however, the backyard is not landscaped.

There is adequate furniture and lighting in the Group Home, and the Group Home provides a home-like environment. However, the interior of the Group Home is not well maintained. In the hallway, the tile is worn and peeling. The vertical blinds in the study room are missing slats. The bathrooms are not clean; the shower stalls, floors, and toilets are dirty. Additionally, in bathroom one, the baseboard is missing and the paint is chipping around the window sill and frame; there is dry rot around the door jamb in bathroom two; and in bathroom three, there is exposed plaster and damaged drywall.

Children's bedrooms have age-appropriate personalized decorations. Children's sleeping arrangements are appropriate. There is adequate furniture, lighting, and storage space. However, the rooms are not well maintained. The carpeting in the bedrooms is not clean, and there are bleach stains in some areas. The vertical blinds are missing slats, and the linens on the children's beds are dingy and dirty.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home does not maintain a sufficient supply of perishable and non perishable foods.

Recommendations

1. Ettie Lee Youth & Family Services Management:

- a. Repaint the group home's exterior and porch.
- b. Replace window screens.
- c. Landscape the backyard.
- d. Replace the hallway tile floor.
- e. Clean and repair all of the bathroom areas.
- f. Clean and replace the carpeting in the children's bedrooms as needed.
- g. Repair or replace the bedroom vertical blinds.
- h. Replace all worn and dirty linen.
- i. Maintain an adequate supply of perishable and non-perishable foods.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include long and short-term goals. Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

Recommendations

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home does not provide children with sufficient recreational activities, and leisure time. Children are not given sufficient opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

2. Ettie Lee Youth & Family Services Management:

- a. Provide children with sufficient recreational activities.**
- b. Include children in the planning of recreational activities.**

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home does not provide children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

3. Ettie Lee Youth & Family Services Management:

- a. Provide children with the required minimum based allowance.**
- b. Encourage and assist each child in creating and maintaining a photo album/life book.**

**Ettie Lee Youth & Family Services
Oak Knolls
620 North Cerritos Avenue
Azusa, California 91702
Phone: (626) 960-4861
License Number: 191502141
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Oak Knolls Group Home is located in a residential community. The exterior of the Group Home is adequately maintained; however, the paint is peeling on the porches and stairs. The front and back yards are clean, and adequately landscaped.

There is adequate furniture and lighting in the Group Home, and the Group Home provides a home-like environment. However, the interior of the Group Home is not well maintained. In the staff office, the carpeting is dirty, a desk has a large burn mark, the desk chairs are broken, the walls are dirty with chipped and cracked paint, and there is a large water stain on the ceiling. In the living room, there are large scratches on a wall. In the recreation room, the couches are stained and have torn armrests. In the bathrooms, there is mildew on the ceilings, and the walls are not clean. The upstairs carpeting is dirty.

Children's bedrooms have age-appropriate personalized decorations. Children's sleeping arrangements are appropriate. There is adequate furniture, lighting, and storage space. However, the rooms are not well maintained. In bedroom one, there is no covering on the child's mattress. In bedroom three, the walls are not clean, and the mattress is torn. In bedroom five, the paint is peeling off of the window sill, the vertical blinds have missing and broken slats, and the linens on the children's beds are worn and dirty.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available. However, there are several broken bicycles stored in the recreation room.

The Group Home does not maintain a sufficient supply of perishable and non perishable foods.

Recommendations

1. Ettie Lee Youth & Family Services Management:

- a. Repaint the porches and stairs.
- b. Replace the carpeting, desk and desk chairs in the staff office.
- c. Clean and paint the walls in the staff office.
- d. Repair the ceiling in the staff office.
- e. Repair scratches on the living room wall.
- f. Remove or replace couches in the recreation room.
- g. Clean the bathroom walls and ceilings.
- h. Replace the mattresses in bedrooms one and three.
- i. Clean the walls in bedroom three.
- j. Repair the window sill in bedroom five.
- k. Repair or replace the bedroom vertical blinds as needed.
- l. Replace all worn and dirty linen on the children's beds.
- m. Remove or repair the broken bicycles in the recreation room.
- n. Maintain an adequate supply of perishable and non-perishable foods.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Three

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include long and short-term goals. Case files reflect adequate documentation to show that children are receiving treatment services as identified in their NSPs.

Recommendations

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Three

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Three

Comments:

The Group Home does not provide children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

2. Ettie Lee Youth & Family Services Management provide children with sufficient recreational activities.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

One child does not have a current court authorization for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

Recommendation

3. Ettie Lee Youth & Family Services Management maintain current court authorizations for all children taking psychotropic medication.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Three

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Three

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children are permitted to spend their allowances as they choose. However, the Group Home does not provide children with the required minimum base allowance.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

- 4. Ettie Lee Youth & Family Services Management provide children with the required minimum based allowance.**



PO Box 339 • 5146 North Main Avenue • Baldwin Park, CA 91706-0339
Phone: (626) 960-4861 Fax: (626) 337-2621
Website: www.ettielee.org

BOARD OF DIRECTORS

October 26, 2005

Ronald J. Bateman
Chairman

Louis R. Fisher
Vice Chairman

Joyce Wang
Secretary

James Jay Smith
Treasurer

Michael W. Bellman
Grant W. Christensen
Dr. Brandon Cuccia
Pat Giles
Joseph Grigg, Jr.
Leora Marcheschi
Carmen Perry
Norma A. Provenien

Clayton L. Downey, M.S.W.
President & CEO

HONORARY BOARD

Pat Boone
Legendary Entertainer

Larry D. Baca, Sheriff
County of Los Angeles

Walker Allen, III
Director California
Youth Authority

MEMBER AGENCY

Local
Association of
Community Human
Services Agencies

State
California Alliance of
Child and Family Services

National
Child Welfare League
of America



Carla Carr
Children's Group Home Ombudsman
Department of Auditor-Controller
500 West Temple Street, Room 515-A

Dear Ms. Carr:

Enclosed for your review is our Corrective Action Plan (CAP) for our John Eccles Home, Oak Knolls Home and North Hollywood Home visited by the Auditor-Controller's Office between May 11 and May 17, 2005.

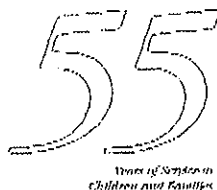
CORRECTIVE ACTION PLAN:

John Eccles Home:

Facility and Environment:

- Issue:
- a) Repair the exterior stucco and window sills.
 - b) Clean the living room, dining room, hallway and bathroom walls.
 - c) Repair the dining room sills and panes.
 - d) Clean the pantry floor.
 - e) Repair or replace the kitchen counter.
 - f) Replace carpeting in the common areas.
 - g) Clean all of the bathrooms.
 - h) Repair and clean the bedroom walls.
 - i) Repair or replace the bedroom vertical blinds.
 - j) Replace all worn and torn mattresses.
 - k) Maintain an adequate supply of perishable and nonperishable foods.

Action Plan: On the date of the visit Childcare Workers were assigned to supervise and work with the residents to clean the walls in the living room, dining room, bedrooms and hallway. Additionally, the bathrooms and pantry were cleaned. Responsibility for the cleanliness of the home is the responsibility of the residents and the direct care staff on a daily basis. The group home Senior Child



Care Worker (manager) is responsible to monitor the cleanliness of the home on a daily basis.

The group home manager was directed to ensure appropriate amounts of both perishable and non-perishable foods are maintained for the residents to include a variety of snack items and juices to be available to the residents upon request. The Clinical Supervisor will monitor the corrective action plan during weekly visits to the group home.

On 5-24-05 the Maintenance Specialist repaired the group home exterior stucco and window sills.

On 6-8-05 the Maintenance Specialist repaired the dining room window sills and panes, repaired the kitchen counter, repaired the bedroom walls and repaired the bedroom vertical blinds.

On 6-13-05 all worn or torn mattresses were replaced by the Maintenance Specialist.

Responsibility for the maintenance of the group home is that of the Maintenance Specialist who works two full days a week at the group home. His work is monitored by the Lead Maintenance Specialist. The group home manager is responsible to maintain a MAINTENANCE NEEDS LIST identifying observed maintenance needs from which the Maintenance Specialist prioritizes his work.

During the week of 7-11-05 thru 7-15-05 all flooring in the group home was replaced by carpeting or laminate hardwood.

Program Services:

Issue: a) Assess children for the needed services within thirty days of placement.

b) Maintain a current NSP for each child.

Action Plan: The Treatment Team developed an Appraisal Needs and Services Plan under the leadership of the group home Therapeutic Social Worker and included it in the resident's case file.

Responsibility for completion of the Assessment and Appraisal Needs and Services Plan is that of the group home Treatment Team facilitated by the Therapeutic Social Worker. Monitoring of the success of the Treatment Team is

to be provided by the Clinical Supervisor who attends weekly Treatment Team meetings

Recreation and Activities:

- Issue: a) Provide children with sufficient recreational activities.
b) Include children in the planning of recreational activities.

Action Plan: The group home manager was directed to plan with the residents a monthly schedule of recreational activities to be repeated each month. The schedule is to include sufficient activities to enable each resident a choice as to which activities he will take part in.

It is the responsibility of the group home manager to ensure planning of recreational activities takes place. It is the responsibility of the childcare staff to motivate and supervise the residents during recreational activities.

Clothing and Allowance:

- Issue: a) Provide the children with the required minimum based allowance.
b) Encourage and assist each child in creating and maintaining a photo album/life book.

Action Plan: The agency increased the group home budget to enable the children to receive allowances identified in the new contract standards. Responsibility for ensuring each child receives the minimum based allowance weekly is that of the group home manager. The activity will be monitored by the Clinical Supervisor on a random basis.

Each child at admission will be provided materials with which to develop and maintain a photo album /life book. The group home manager is responsible thru childcare staff to provide time for and encouragement to each child to update their life book regularly.

Oak Knolls Home:

Facility and Environment:

- Issue:
- a) Repaint the building's porches and stairs.
 - b) Replace the carpeting, desk and desk chairs in the staff office.
 - c) Clean and paint the walls in the staff office.
 - d) Repair the ceiling in the staff office.
 - e) Repair scratches on the living room wall.
 - f) Remove or replace couches in the recreation room.
 - g) Clean the bathroom walls and ceiling.
 - h) Replace the mattresses in bedrooms one and three.
 - i) Clean the walls in bedroom three.
 - j) Repair the window sill in bedroom five.
 - k) Repair or replace the bedroom vertical blinds as needed.
 - l) Replace all worn and dirty linen on the children's beds.
 - m) Remove or repair the broken bicycles in the recreation room.
 - n) Maintain an adequate supply of perishable and non-perishable foods.

Action Plan: On the date of the visit the childcare staff supervised and assisted the residents in cleaning bathroom walls and ceilings and cleaning bedroom walls. Cleanliness of the group home is the responsibility of the residents and childcare staff under the direction of the Senior Child Care Worker (manager). The plan will be monitored by the Clinical Supervisor on a weekly basis.

On May 19, 2005 the Senior Child Care Worker completed an inventory of all linen supplies in the group home. Items that were soiled, worn or damaged were discarded and replaced. Additionally a "back-up" supply of linens was stored to be used for rotation when linens are discarded. The Clinical Supervisor will monitor the plan for maintaining only adequate linens are available to the residents.

On May 20, 2005 the Maintenance Specialist was requested to remove and destroy all bicycles that were broken.

The group home manager was directed to ensure that supplies of perishable and non-perishable foods were maintained in adequate quantities dictated by Community Care Licensing standards. Additionally, the directive required the availability of a variety of snack items be present in the facility.

On 6-1-05 the Maintenance Specialist replaced the mattresses in bedrooms one and three, repaired the ceiling in the staff office and repaired scratches on the living room wall.

On 6029-05 the Maintenance Specialist replaced the desk and desk chairs in the staff office, cleaned and painted the walls in the staff office and repaired the window sill in bedroom five.

On 7-1-05 the Maintenance Specialist repainted the building's porches and stairs and replaced the couches in the recreation room.

On 7-11-05 the Maintenance Specialist repaired or replaced the vertical blinds in the bedrooms as needed.

During the week of July 11 thru 15 the Maintenance Department replaced the carpeting in the staff offices with laminate hardwood flooring.

The Maintenance Specialist is responsible to complete maintenance needs identified by himself and the group home treatment team members. Their performance is monitored by the Clinical Supervisor weekly and by the Lead Maintenance Specialist periodically.

Recreation and Activities:

Issue: Provide children with sufficient recreational activities.

Action Plan: Consistent with individual client Appraisal Needs and Services Plan the group home manager is responsible to develop monthly with the children a schedule of planned recreational enrichment and social activities. The schedule is to include a variety of activities to allow for each resident to elect to take part in some activities of interest. The plan will be monitored by the Clinical Supervisor on a monthly basis.

Psychotropic Medication:

Issue: Maintain a current court authorization for all children taking psychotropic medication.

Action Plan: The group home manager requested and obtained the current authorization for the client cited from the agency LVN who supports the work of the agency Psychiatrist. The authorization was placed in the group home resident file.

Responsibility for obtaining court authorization for children on psychotropic medication lies with the agency LVN. Procedurally, the LVN provides the group home manager with a copy of the authorization once it is received from the court for inclusion in the resident file. The plan will be monitored by the Director of the agency mental health program as well as the Clinical Supervisor on a weekly basis.

Clothing and Allowance:

Issue: Provide the children with the required minimum based allowance.

Action Plan: The agency increased the group home budget for allowance and educated the group home manager to the new contract standards for allowance. The group home manager is responsible to ensure weekly allowance for each child consistent with the contract amounts. The Clinical Supervisor will monitor the plan with a monthly review of the agency budget summary.

North Hollywood Home:

Facility and Environment:

- Issue:
- a) Repaint the group home's exterior and porch.
 - b) Replace window screens.
 - c) Landscape the back yard.
 - d) Replace the hallway tile floor.
 - e) Clean and repair all of the bathroom areas.
 - f) Clean and replace the carpeting in the children's bedrooms as needed.
 - g) Repair or replace the bedroom vertical blinds.
 - h) Replace all work and dirty linen.
 - i) Maintain an adequate supply of perishable and non-perishable foods.

Action Plan: Between June 1 and June 30, 2005 the following repairs were completed by the agency Maintenance Specialist:

Carpeting in all the resident's bedrooms was replaced.

All bathrooms were remodeled.

All vertical blinds in the resident bedrooms were repaired or replaced.

Tile flooring in the hall of the entryway was replaced with ceramic tile.

The group home porch flooring was repainted.

Peeling areas of the group home exterior were repaired and painted.

All missing window screens were replaced.

Trees in the back yard were trimmed to remove dead or low-hanging limbs.
Topsoil was placed in the back yard to allow for planting grass at the end of summer.

By May 19, 2005 the group home manager had discarded and replaced all linen items used for the resident beds. Additionally, a supply of linens was stored in the group home to be used each time linens were found to be soiled or damaged. The group home manager is responsible to maintain in the group home an adequate supply of all linen items to enable rotation of and/or replacement of linens. The plan will be monitored by the Clinical Supervisor weekly.

The group home manager was reoriented to the Licensing and Contract standards for maintaining an adequate supply of perishable and non-perishable foods. The group home manager is responsible to maintain that supply of foods ongoing. Additionally, the group home manager was directed to ensure a variety of snack items were available to the residents upon request. The Clinical Supervisor will be responsible to monitor the supply and variety of foods weekly.

Recreation and Activities:

- Issue: a) Provide children with sufficient recreational activities.
b) Include children in the planning of recreational activities.

Action Plan: The group home manager is responsible to ensure monthly planning for recreational activities with the residents. The plan will include a variety of recreational and leisure activities so that each resident will be able to take part in activities of interest. The resident should also be able to self select activities to take part in consistent with objectives identified on his Appraisal Needs and Services Plan. The Clinical Supervisor will monitor the success of the plan monthly.

Clothing and Allowance:

- Issue: a) Provide children with the required minimum based allowance.
b) Encourage and assist each child in creating and maintaining photo album/life books.

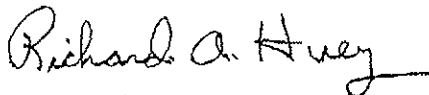
Action Plan: The agency increased the group home budget for allowance to enable the residents to receive a weekly allowance consistent with the current contract standard. It is the responsibility of the group home manager to ensure each resident receives a weekly allowance consistent with the contract and group

home program. The Clinical Supervisor will monitor the success of the plan with monthly review of the group home budget summary.

The group home manager was directed to provide appropriate supplies for all residents to maintain and update periodically a photo album/life book. Additionally, the childcare workers were directed to encourage the residents to construct and maintain a record of their youth. The Clinical Supervisor will be responsible to monitor the plan on a weekly basis.

Should you have further questions or additional needs please feel free to call me at (626) 960-4861. Thank you for supporting our work on behalf of children and their families.

Sincerely Yours;

A handwritten signature in cursive script that reads "Richard A. Huey". The signature is written in dark ink and has a fluid, connected style.

Richard A. Huey
Vice President
Program Services